

**CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
FIRST MUNICIPAL DISTRICT CIVIL DIVISION  
GENERAL ORDER 2020-12  
AMENDED**

**SUBJECT: Procedures for Civil Division Matters Effective July 6, 2020**

**WHEREAS:** Under Illinois Supreme Court Rule 45 “[t]he court may . . . on its own order, allow a case participant to participate . . . remotely, including by telephone or video conference. Likewise, under Illinois Supreme Court Rule 241 “[t]he court may, . . . on its own order, for good cause shown and upon appropriate safeguards, allow a case participant to testify or otherwise participate in a civil trial or evidentiary hearing by video conferencing from a remote location.”

**WHEREAS:** In light of the COVIC-19 pandemic, and in order to protect the health and safety of the general public, Cook County Circuit Court Judges and court personnel, and after consultation with the 1<sup>st</sup> Municipal Advisory Committee; it is hereby ordered:

**REMOTE COURT HEARINGS GENERALLY.** Beginning July 6, 2020 all First Municipal District Civil Cases will be heard via Zoom conference on the date and time the matter has been set by order of the Court. All parties shall be notified of the date and time by the clerk. Remote participation in court proceedings by video conference requires an internet connection. Parties may enter [www.zoom.us](http://www.zoom.us) in their browser and select “Join a Meeting” on the home page where they will be e prompted to enter the “Meeting ID” and “Password.” To access the video conference, parties must enter the Meeting ID Password that corresponds to the courtroom where their case is pending listed in the following “Schedule of First Municipal Courtroom, Zoom Meeting IDs and Passwords” (hereinafter the “Schedule”).

**ZOOM MEETING IDS AND PASSWORDS**

<b>COURTROOM</b>	<b>ZOOM MEETING ID</b>	<b>ZOOM SESSION PASSWORD</b>
409	924 2449 2824	346609

1101	952 3043 8872	317905
1102	941 3131 4606	361176
1104	980 6912 3450	195933
1106	912 0010 9326	455806
1108	964 2925 3412	241565
1110	937 6444 5664	172880
1112	939 2925 9564	821022
1302	922 8830 9469	480525
1304	968 5798 1338	593485
1306	920 4115 9796	715348
1307	947 9378 9734	712192
1308	922 9098 9545	499080
1310	954 2504 0966	029524
1401	930 9949 4868	544388
1402	914 3045 9929	898778
1403	944 1848 7325	087880
1404	938 9278 5386	132873
1406	914 5130 7835	826324
1408	953 1943 0522	159886
1409	973 7875 2758	026297
1410	987 2834 2570	467433
1501	970 2938 9818	380923
1503	939 9214 4482	773102
1505	986 6707 2390	532802
1510	919 3031 9452	814638

Parties will be admitted to a “waiting room” and the court will “admit” them to the “meeting” when the call begins or when their case is called. Absent an internet connection, remote participation in court proceedings is possible by telephone by dialing (312) 626-6799 and, when prompted, entering the same Meeting ID and Password contained in the Schedule. Those who lack access to a computer or smart phone may appear in person on the date and time as notified by the clerk.

**FILING AND SERVICE.** All pleadings, including initial pleadings, motions, briefs and other court filings must continue to be filed and served in accordance with all applicable statutes and court rules. All emails sent to [CCC.FirstMunicipal@cookcountyil.gov](mailto:CCC.FirstMunicipal@cookcountyil.gov) shall be copied on all counsel and unrepresented litigants of record.

**SUMMONS AND NOTICE OF REMOTE COURT HEARING.** Summons shall reflect that litigants shall not appear in court in person on the return date indicated on the summons. Notices of motion for remote hearings shall also reflect that litigants shall not appear in court in person and should instead include the applicable Zoom Meeting ID and Password in the schedule as well as the telephone number for remote participation.

**IT IS HEREBY ORDERED:** Nothing herein shall limit any judge from issuing standing orders so long as those orders are in compliance with the rules and orders of the Illinois Supreme Court, Chief Judge, or Presiding Judge. Parties shall familiarize themselves with the Supreme Court Policy on Remote Court Appearances in Civil Proceedings, which will be followed in all remote court proceedings.

**AGREED ORDERS/ROUTINE MOTIONS.** Parties shall submit all proposed agreed orders and routine motions to [ccc.firstmunicipal@cookcountyil.gov](mailto:ccc.firstmunicipal@cookcountyil.gov). Any agreed orders submitted to the Court should list all parties' email addresses and phone numbers so the court may send parties their orders to the contact information provided. Otherwise, litigants and attorneys may pick up their signed order in the dropbox in courtroom 601 at the Richard J. Daley Center. However, to reduce the number of people in the courthouse, it is preferred that parties list their contact information on their agreed orders.

**ALL COURTROOMS DISCOVERY.** Discovery shall continue. The parties may request relief from deadlines by way of agreed order or through a motion as outlined herein, submitted to the to the email address shown in the Schedule.

**STATUS HEARINGS.** Parties who have a matter set for status are encouraged to submit an agreed order setting out the status of the case and setting future dates including a trial setting date. Proposed orders may be submitted to [ccc.firstmunicipal@cookcountyil.gov](mailto:ccc.firstmunicipal@cookcountyil.gov).

**JURY ROOMS CASE MANAGEMENT AND INTAKE.** Unless ordered otherwise by the assigned judge, intake/progress calls for the First Municipal Jury Rooms will not be conducted in person. The parties shall confer and submit a proposed agreed order to [ccc.firstmunicipal@cookcountyil.gov](mailto:ccc.firstmunicipal@cookcountyil.gov) for discovery and trial setting dates using the Intake Order form applicable to the jury courtroom where the case is pending. If the parties are unable to agree, the parties shall notify the Court via [ccc.firstmunicipal@cookcountyil.gov](mailto:ccc.firstmunicipal@cookcountyil.gov). The Court will unilaterally select a schedule for the case and notify the parties of the schedule.

**ALL COURTROOMS/PRETRIALS.** Parties desiring a remote pretrial settlement conference may request one including proposed dates and times via email to [ccc.firstmunicipal@cookcountyil.gov](mailto:ccc.firstmunicipal@cookcountyil.gov). The parties shall also submit a written consent to a remote pretrial conference at the time the request is made. The parties shall be advised of the date and time set by the court.

**PRESENTATION OF CONTESTED MOTIONS.** For any motion set for presentment remotely on or after 7/6/2020, and until further order of the Court, any notice of motion shall contain the following language: "parties wishing to attend the presentment of this motion shall not appear in person in the courtroom, unless specifically ordered to do so by the Court. This motion shall be heard and conducted by video and/or telephone conference." The notice shall also include the applicable Zoom Meeting ID and Password shown on the Schedule.

**IT IS FURTHER HEREBY ORDERED:** If parties wish to brief a motion set for presentment remotely, they are strongly encouraged to submit an agreed briefing schedule to the court. If all parties waive briefing, and the court does not order otherwise, they shall be prepared to argue the motion when presented. If parties cannot agree on a briefing schedule, they shall so advise the court at [ccc.firstmunicipal@cookcountyil.gov](mailto:ccc.firstmunicipal@cookcountyil.gov). The court will set the briefing schedule and advise the parties of the dates set.

**IT IS FURTHER HEREBY ORDERED:** All courtesy copies of briefs for contested motions shall be supplied by the movant to [ccc.firstmunicipal@cookcountyil.gov](mailto:ccc.firstmunicipal@cookcountyil.gov) on the date the reply is due. Once the

assigned judge has received fully briefed motions the judge will decide whether oral argument is necessary. If so the Court will notify the parties by email of the date and time set for oral argument and whether it will be held remotely or in person. If no oral argument is necessary, the Court shall set the case for ruling on a date certain and advise the parties of the date set. The parties shall not appear on the date set for ruling unless ordered by the Court to appear.

**IT IS FURTHER HEREBY ORDERED:** Any motion that was previously noticed but has not been heard or rescheduled to a date certain, shall be renoticed by the movant under the procedures set forth in this order.

**EMERGENCY MOTIONS.** Any attorney or self-represented litigant wishing to have an emergency matter heard shall e-file their motion or place it in the dropbox located in the West Lobby of the Richard J. Daley Center. If the Court finds that the matter is an emergency, the court shall notify the parties of the date and time for the hearing. The Court may order the hearing be conducted remotely or in person as the Court deems necessary.

**CASES SET FOR TRIAL.** All previously set trial dates between 3/17/2020 and 7/2/2020 have been or are now hereby stricken. Those cases have been or will be given new dates under the Chief Judge's Order continuing cases. The new dates are for "trial setting." No jury trials will be conducted until further order of court. The court will attempt to accommodate any agreement by the parties to maintain the currently scheduled trial date beyond 7/6/2020, assuming court operations allow for such trial to proceed.

**ALL COURTROOMS BENCH TRIALS.** Parties who desire a remote bench trial may request one by agreement, or by order of Court under Supreme Court Rules 45 and 241 regarding civil proceedings. If the parties are in agreement, they shall advise the court at [ccc.firstmunicipal@cookcountyl.gov](mailto:ccc.firstmunicipal@cookcountyl.gov) and submit a written consent to a remote bench trial at the time of the request. If the court agrees to conduct the trial remotely, the court shall enter an order setting the matter for remote bench trial, which will be sent to the parties. If all parties do not consent to a remote bench trial, a party must request a remote bench trial by motion. Remote bench trials will be conducted in accordance with all applicable Supreme Court Rules. The parties shall

familiarize themselves with the Supreme Court Rules and Guidance for Remote Proceedings.

**SELF REPRESENTED LITIGANTS.** All litigants are strongly encouraged to make remote appearances rather than appear physically in court, in order to diminish the health risks to themselves and the parties. For those self-represented parties who must come to Court in person, said matters will be heard in Courtroom No. 1307 of the Richard J. Daley Center by the team leader judge regardless of which judge has been assigned to the case until further order of the court. If the court determines that remote participation is appropriate for the matter then the Court shall provide a room and equipment with the appropriate technology and staff for the hearing, based upon the Court's finding of the necessary procedures to protect the health and safety of all parties involved taking into consideration social distance guidelines for appearances in court and procedural protections for parties who have no access to video conferencing or a telephone.

**RULE 298 PETITIONS.** All litigants filing Rule 298 petitions shall not appear in court in person on the return date. Rule 298 petitions may be filed in person or by electronic filing with the circuit court clerk. For any Rule 298 petitions the parties shall schedule the presentment of the Rule 298 petition by calling the judicial clerk at (312) 603-2281. The clerk shall provide the petitioner with the date and time for the petitioner to appear for the Rule 298 hearing.

**Dated at Chicago, Illinois this 6th day of July 2020.**

*Presiding Judge  
E. Kenneth Wright, Jr.*

JUL 06 2020

Circuit Court-1624

ENTERED:

  
E. KENNETH WRIGHT, JR.  
PRESIDING JUDGE  
FIRST MUNICIPAL DISTRICT